

**BOARD OF SUPERVISORS  
FINANCE/GOVERNMENT OPERATIONS and ECONOMIC DEVELOPMENT  
COMMITTEE  
ACTION ITEM**

**SUBJECT:** **CONTRACT RENEWAL/On Call Roadway  
Transportation Design Services**

**ELECTION DISTRICT:** Countywide

**CRITICAL ACTION DATE:** January 12, 2016

**STAFF CONTACTS:** Joe Kroboth, Transportation and Capital Infrastructure  
Mark Hoffman, Transportation and Capital Infrastructure  
Mike Angel, Finance and Procurement

**PURPOSE:** To renew the contracts for the On Call Roadway Transportation Design Services.

**RECOMMENDATIONS:** Staff recommends that the Finance/Government Operations and Economic Development Committee (FGOEDC) recommend to the Board of Supervisors (Board) that the Purchasing Agent be authorized to renew the On call Roadway Transportation Design Services contracts with Dewberry Consultants, LLC, Wallace Montgomery & Associates, LLP, J2 Engineers, Inc., and ATCS, P.L.C., in the estimated amount of \$6,000,000.

---

**BACKGROUND:** Request for Proposal No. 72 was issued on September 11, 2014 for On Call Roadway/Transportation Design Services. Twenty one (21) proposals were received and as a result of the proposal evaluation process, four (4) contracts were awarded to Dewberry Consultants, LLC, Wallace Montgomery & Associates, LLP, J2 Engineers, Inc. and ATCS, P.L.C.

The County uses these contracts to provide professional engineering services to design projects required to maintain, improve, or expand the County's transportation infrastructure in support of the approved Capital Improvement Program (CIP). However, they are available to support any County design requirements. Examples of the type of services that may be provided under this contract include, but are not limited to:

- Utilities Location/Designation and coordination of relocations with Utility Companies
- Surveying to include: property line surveying, right way plats, subdivision plats, easement plats, legal descriptions, GPS, horizontal and vertical control surveys, topography, aerial photogrammetry, scanning, base mapping services
- Studies and audits to determine compliance with Federal regulations
- Road Design/Highway Engineering to include design of roadways and associated

- appurtenances and preparation of plans and profiles and associated construction drawings
- Design of Sewer and Water Lines
  - Traffic Data Collection
  - Transportation Engineering/Studies to include all forms of traffic studies and analysis, including but not limited to: signal warrant analysis, sight distance studies, intersection/roadway link studies, speed studies, license plate studies
  - Interchange justification reports and design
  - Maintenance of Traffic, signage/stripping plans
  - Traffic Signal Design
  - Stormdrain/Drainage Design and Stormwater Management Design
  - Erosion/Sediment Control Plan Design and VPDES Requirements
  - Structural Engineering to include bridge design and retaining wall design
  - Floodplain Studies/Alterations/Permitting and Wetland Delineation/Remediation
  - Environmental Issues/Studies
  - Landscape Architecture Services
  - Lighting Design
  - Pavement Design
  - Public Meeting Support
  - Support Services to include: Preparation of Bid Documents, Preparation of Cost Estimates, Preparation of Exhibit Drawings/Reports
  - Design Support During Construction Phase

**ISSUES:** The current contract period ends on February 14, 2016. If these contracts are not renewed, the on call roadway-transportation design services needed to manage transportation projects within the County's CIP would have to be procured with informal quotes and formal competitive negotiations. This would delay the startup of projects as much as four months and significantly increase the workload on staff resources.

This contract renewal requires action by the FGOEDC and Board as it exceeds the staff authority of \$500,000 in accordance with the Procurement Resolution.

**FISCAL IMPACT:** The County estimates spending \$6,000,000 on design services during the contract period (February 15, 2016 – February 14, 2017). Funding for this contract would come from project appropriations in the Capital fund, the Department of Transportation & Capital Infrastructure's operating budget, and/or Proffer funds subject to appropriation by the Board. No additional appropriations are being requested for this contract award. The estimated award authority is based upon the anticipated requirements to support the approved County CIP during the contract period. No funding is being requested with this item.

**ALTERNATIVES:**

1. Recommend to the Board that the Purchasing Agent be authorized to renew the On Call Roadway Transportation Design Services contracts with Dewberry Consultants, LLC, Wallace Montgomery & Associates, LLP, J2 Engineers, Inc., and ATCS, P.L.C., in the estimated amount of \$6,000,000.

OR

2. Do not recommend renewal of the contracts and direct staff on how to proceed.

**DRAFT MOTIONS:**

1. I move that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors that the Purchasing Agent be authorized to renew the On call Roadway Transportation Design Services contracts with Dewberry Consultants, LLC, Wallace Montgomery & Associates, LLP, J2 Engineers, Inc., and ATCS, P.L.C., in the estimated amount of \$6,000,000.

OR

2. I move an alternate motion.